

TRANSITION SERVICE

Transition Service offers assistance with time limited, one-time set-up expenses for individuals who have been offered and approved for EDA or ADHC Waiver services and are transitioning from a nursing facility to his/her own living arrangement. Allowable expenses are those necessary to enable the individual to establish a basic household. These services must be identified in the individual's approved plan of care (POC).

If the individual has expenses that exceed the one-time maximum limit allowed, the support coordinator identifies and refers the individual to other resources through the Aging and Disabled Resource Center (ADRC), Council on Aging (COA), Governor's Office of Elderly Affairs (GOEA), other community organizations, or informal supports.

For the purpose of this policy, when referring to "individuals", this includes "responsible representatives and/or family members", when applicable and appropriate.

DESCRIPTION OF SERVICES

Transition Services include the following:

- Security deposits required to obtain a lease on an apartment or house;
- Specific set-up fees or deposits for;
 - Telephone;
 - Electric;
 - Gas; and
 - Water
- Essential furnishings to establish basic living arrangements;
 - Living Room – sofa/love seat, chair, coffee table, end table, and recliner;
 - Dining Room – dining table and chairs;
 - Bedroom – bedroom set, mattress/box spring, bed frame, chest of drawers, nightstand, comforter, sheets, pillows, lamp, and telephone
 - Kitchen – refrigerator; stove, cook top, dishwasher, convection oven, dishes/plates, glassware, cutlery/flatware, microwave, coffee maker, toaster, crock pot, indoor grill, pots/pans, drain board, storage containers, blender, can opener, food processor, mixer, and dishcloths, towels, potholders;
 - Bathroom – towels, hamper, shower curtain, and bath mat;
 - Miscellaneous - window coverings, window blinds, curtain rod, washer, dryer, vacuum cleaner, air conditioner, fan, broom, mop, bucket, iron, and ironing board; and
 - Moving Expenses – moving company and cleaners (prior to move; one time expense)

- Health and Welfare Assurances – pest control/eradication, fire extinguisher, smoke detector, and first aid supplies/kit

SERVICE EXCLUSION

Transition Services do not include the following:

- monthly rent payments;
- mortgage payments;
- food;
- monthly utility charges; and
- household appliances and/or items intended for purely diversionary/recreational purposes (i.e. television, stereo, computer etc.)

These services do not constitute room and board. These services may not be used to pay for furnishings or to set-up living arrangements that are owned or leased by a waiver provider.

SERVICE LIMITATIONS

- A \$1,500 lifetime maximum limit per individual.
- These services are available to individuals who are transitioning from a nursing facility to their own private residence where the individual is directly responsible for his/her own living expenses. When the individual transitions to a home/apartment that is inhabited with another person, services will only be available for items that are to be used exclusively by the individual. When two or more individuals residing together both receive waiver services, the costs of items that are shared (e.g. dining table and chairs, refrigerator, stove, etc.) shall be divided between the two individuals.
- The purchaser for these transition items may be the individual, his/her responsible representative, Direct Service Provider, Support Coordination agency, or any other source. However, the Support Coordination agency is the only source that can actually bill for Transition Services. See below Procedure for Reimbursement.
- Reimbursement for Transition Services shall require prior authorization (PA).

PROCEDURE

It is the responsibility of the Support Coordinator (SC) to include identified transition service(s) in the POC.

- Transition services essential to the individual's transition from the nursing home shall be obtained and in place before transition occurs.
- Those items that are not immediately essential to the individual's transition from the nursing home may be obtained after transition has occurred.

The support coordinator (SC) shall:

- Include the transition service expenses in the POC and on the POC budget sheet. For needs identified after transition occurs, a revision to the POC and POC budget is necessary.
- Complete the Transition Service Expenses Planning and Approval (TSEPA) form with input from the individual.
- Submit the completed TSEPA form to the OAAS Regional Office (R.O.) along with the POC packet for pre-approval. For needs identified after transition, the completed TSEPA form must be submitted to the OAAS R.O. along with the POC revision packet for pre-approval. Purchases cannot be made until the TSEPA has been pre-approved.

The OAAS R.O. shall:

- Fax or e-mail the pre-approved TSEPA form along with the completed form Pre-142 to the SC.
- Utilize the pre-approved TSEPA form to ensure that only the item(s)/service(s) listed are reimbursed to the SC.

The SC shall be responsible for:

- Assisting the individual to obtain items identified on the pre-approved TSEPA form.
- Identifying sources of payment for the purchase of these pre-approved expenses
- Verifying that the items purchased are listed on the TSEPA form.
- Collecting and submitting original receipts and revised budget sheet to OAAS R.O. for review and final approval within seven (7) calendar days of the day of discharge from the nursing home or within seven (7) calendar days of purchase if the need is identified after discharge.

- Submit a revised POC budget sheet to OAAS R.O. reflecting the total actual cost, if there is any difference between the total estimated and total actual TSEPA cost. OAAS R.O. shall review for final approval.

NOTE: Any items not listed on the approved TSEPA form shall not be reimbursed.

- On the day of discharge from the NF, the SC shall conduct a face-to-face visit. The purpose of this visit is to:
 - verify those items essential to transition are there and
 - determine if any additional items are needed.

PRIOR AUTHORIZATION and REIMBURSEMENT

- Payment shall not be authorized until the OAAS R.O. gives final POC approval upon receipt of the 18-W.
- OAAS R.O. shall give final approval and fax or e-mail the approved TSEPA form to the data management contractor for release of PA.
- The data management contractor shall set up a transition service expense record in the database for each individual.
- Once the SC agency is notified of the release of PA, the SC agency can bill the Medicaid fiscal intermediary contractor for this service.
- Billing for transition services must be completed within sixty (60) calendar days after the individual's actual move date in order for the reimbursement to be paid.
- If the SC agency did not initially pay for the pre-approved transition service expenses, the SC agency shall reimburse that actual purchaser upon receipt of Medicaid reimbursement. This shall occur within ten (10) calendar days of receipt of reimbursement by the SC agency.
- OAAS R.O. shall maintain documentation, including each individual's TSEPA form with original receipts and copies of cancelled checks, as record of payment to the purchaser(s).

NOTE: If the individual does not transition, but transition service items were purchased, OAAS R.O. should notify OAAS S.O., to allow for possible reimbursement.

- In the event that the SC determines that additional items are needed after the TSEPA request has been approved by the R.O., and there are remaining TSEPA funds in the individual's budget, the SC must submit a new TSEPA form within ninety (90) calendar

days after the individual's actual move date. The same procedure outlined above shall be followed for addressing these additional needs.